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KRISTY H. NICHOLS  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

June 16, 2015

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2015-41

TO: LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: Fiscal Year End Payroll Processing Schedules

The final pay period for fiscal year 2015 ends June 21, 2015 with payroll direct deposits and checks for the June 26, 2015 payday. Each agency should make certain that all relevant payroll expenditure updates are processed as soon as possible to assure that all fiscal year 2015 payroll transactions will be processed through LaGov HCM for the pay period ending June 21, 2015.

**NOTE: The off-cycle workbench will be locked Monday, June 29 at 2:00 p.m. and remain locked until Wednesday, July 1, 2015 for the fiscal year end close.**

Off-cycle processing for fiscal year 2015 must be processed through the system by 2:00 p.m. Monday, June 29, 2015. Fiscal year 2015 payments that have been reversed in LaGov HCM by OSUP, per the agency's request, must have an off-cycle correction run and saved by 2:00 p.m. June 29, 2015 in order to be charged to fiscal year 2015. All reversals and off-cycle payments processed after this deadline will be posted to fiscal year 2016 in AFS.

**All J5 rejects in AFS for the June 26, 2015 payday and for off-cycles processed through Monday, June 29, 2015 must be corrected (in PEND3 status) by 9:00 a.m. Tuesday, June 30, 2015 in order to be charged to fiscal year 2015 in AFS.**

If you have any questions concerning the information above, please contact a member of the OSUP Benefits and Financial Administration Unit at [\\_DOA-OSUP-BFA@LA.GOV](mailto:_DOA-OSUP-BFA@LA.GOV) or (225):

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APH:JC/par